

# WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

## MINUTES – MONDAY May 11, 2009

Chairman Coombs and called the meeting to order at 6:00 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk	X		
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison			X
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		

Today is day 726 of the Project

### 1. Public Comments:

1. None

### 2. Approval of Minutes:

- A. Minutes of April 13, 2009 Meeting – Motion made by Stuart Temple seconded by Carmen Pace to approve the minutes. **All but 2 members voted in favor (Tim Tuell and Luke McEntire abstained).**

### 3. Items for Discussion:

#### I. Town Hall / Library Renovations – Phase 2

##### A. Expenditures

1. Bed Bath & Beyond – 5/1/09 Invoice - \$27.53 – Mike Turner advised this expense was to purchase a curtain to put over the glass in the audio visual room so the public couldn't look into the room providing privacy and security. Raymond Grasso feels this is an operating budget expense that shouldn't be paid by the bond. Stuart Temple advised we shouldn't be paying for something like this for 30 years. Motion made by Tim Tuell seconded by Carmen Pace to approve the payment of all six expenditure items and have Tony Martino allocate the charges to the appropriate budget. **Vote passed five to two. Raymond Grasso and Stuart Temple voted nay.**
2. DJ Parts – Credit Card Order - \$98.50 – Mike Turner advised this expense was for the gooseneck light for the lectern in the Council Chambers. **See vote in Item 3IA1.**
3. Radio Shack – Order 420856 - \$59.95 – Mike Turner advised this expense was for the camera tripod and cables for the audio visual room. **See vote in Item 3IA1.**
4. Tiger Direct.com – \$107.98 – Mike Turner advised this was for the wifi extender so lap top computers could draw off of the Library's network. **See vote in Item 3IA1.**
5. Walker Displays Inc – Invoice 34419 - \$183.85 (EOC Budget to Pay) – Mike Turner advised this is for the hooks to hang pictures and charts on the walls. This item is being paid out of the EOC Budget not the building Committee's budget. **See vote in Item 3IA1.**
6. Wal-Mart – Invoice 522578 - \$37.10 – Mike Turner advised this is for the clock that is hung in the Council Chambers. **See vote in Item 3IA1.**

##### B. Change Orders

1. None

##### C. Staff Information

1. Szewczak Associates – Invoice 13460 - \$1,472.50 (previously tabled) – Mike Turner advised nothing has been received from Szewczak Associates so this item will remain tabled.

2. Chairman Coombs April 30<sup>th</sup> memo to Bonnie Therrien on Wall Hangings – Motion by Stuart Temple seconded by Raymond Grasso to receive as information. **All members voted in favor.**
3. Updated Punch List dated May 5, 2009 – Motion by Stuart Temple seconded by Raymond Grasso to receive as information. **All members voted in favor.**
4. Updated Budget Sheet dated May 5, 2009 – Tim Tuell advised a review of the sheet shows if we eliminate the potential claim from Kronenberger for Supervision (\$45,000) and PCO 29R for structural strapping (\$13,412) there will be enough money to come out even. Mike Turner advised there is an item that will come up under new business regarding a potential expense. Motion made by Stuart Temple seconded by Raymond Grasso to receive this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised the Council Chambers is complete except for punch list items. The Council Chambers was approved for occupancy by the Fire Marshall and Chief Building Official for occupancy. Peter Wells advised occupying the room does not affect the contractor doing his punch list work or negate the punch list. The Architect forwarded Kronenberger the punch list last week by e-mail and was advised by Ray Tribuzio that they would start working on it this week. The painter showed up this afternoon to start to paint the doors leading outside from the Council Chambers. Chairman Coombs advised Peter Wells that the Town has been keeping a log showing milestones in the project as well as when the contractor or his subs have not been on site. Peter Wells advised Chairman Coombs that he has PCO's on his desk that he hasn't approved yet as he is waiting for updated cost numbers. Mike Turner advised that maybe Peter Wells should send Kronenberger that until; they finish the work and he issues a letter of substantial completion the one year clock does not start ticking on collecting the retainage. Luke McEntire advised at the May 4<sup>th</sup> Council Meeting that Deputy Mayor Montinieri and State Representative Morin praised the Building Committee for the hard work they put in on this project. Chairman Coombs advised the Electronics contractor advised that the new ceiling speakers are still on back order. They will have to move their location away from the ceiling chandeliers. Chairman Coombs advised the Council was thinking of leasing the rest of the audio visual equipment. Mike Turner advised no vendor would lease the equipment so at tonight's Council budget hearing they will be voting on purchasing the equipment. The funds for the purchase will come out of the Town's contingency fund. There were discussions on the lectern not being handicap accessible. Chairman Coombs advised the lectern meets ADA requirements. Chairman Coombs advised that the appropriate Town and BOE Staff that will be using the Council Chambers for meetings have been trained in the use of the equipment and lights in the Chamber.

E. New Business

1. Tuthill & Wells Request for Additional Fees – Mike Turner passed out Peter Wells February 16<sup>th</sup> letter to Chairman Coombs and Mike Turner's May 8<sup>th</sup> memorandum to Chairman Coombs responding to Peter Wells February 16<sup>th</sup> letter. Mike Turner advises that the charges for vault wall and the repair to the concrete roof are justified but the redesign of the canopy was not. Mike suggested we pay Szewczak and Peter Wells a total of \$4,340 for the work in question. Chairman Coombs concurs with Mike Turner's recommendations. Question was raised why a letter Peter Wells prepared February 16<sup>th</sup> was just coming to the Committee. Mike Turner advised Peter Wells prepared the letter then but did not e-mail it to Mike until last week. Mike Turner advised the funds to pay the \$4,340 can come from the removal of PCO 60

on the current budget update sheet. PCO was rejected by Ed Flynn as being unfeasible. It was a \$7,000 budget item. Tim Tuell advised that if we pay we should wait until the end of the project and see what funds are left before paying the bill. Motion made by Tim Tuell seconded by Stuart Temple to agree with Mike Turner's \$4340 May 8<sup>th</sup> recommendation responding to Peter Wells' February 16<sup>th</sup> letter. **All but one member voted in favor. Raymond Grasso voted nay.** Peter Wells will be advised of the Committee's decision. We will now have to wait and see if Peter Wells and Szewczak Associates accept our reduced offer of payment.

**4. Next Scheduled Meeting:**

- A.** The next regular scheduled meeting will be Tuesday May 26, 2009 at 6:00 PM in Conference Room One.

**5. Adjournment:** Motion made by Raymond Grasso seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 6:48 PM.

**I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovation Committee.**

Stuart Temple, Clerk

Q:\Administration\Capitol Projects\Phase 2 Town Hall\Minutes\Meeting 5-11-09.doc